



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES  
P.O. BOX 119  
HONOLULU, HAWAII 96810-0119

FEB 19 2010

**COMPTROLLER'S MEMORANDUM 2010-09**

TO: Heads of Departments and Agencies  
ATTN: Administrative and Fiscal Offices  
SUBJECT: Changes to FAMIS Period Closing Deadlines

This memorandum supersedes Comptroller's Special Distribution Memorandum No. 1985-8 on FAMIS period-closing deadlines. Furlough days and reduced resources have negatively impacted our ability to close a fiscal period and issue financial reports. The new submission deadlines will allow us to close the fiscal period sooner and permit for more timely reporting to departments.

The following documents must be received by our Accounting Division by 10:00 am on the 3<sup>rd</sup> work day after the end of a month and on the 5<sup>th</sup> work day after the end of a quarter.

- Journal Voucher (A-27)
- Universal Input (A-28)
- Treasury Deposit Receipt (B-13)
- Allotment Advice (A-15)
- Request for Allotment (A-19)
- Encumbrance Advice (C-06)
- Contract Input (C-41)
- Summary Warrant Voucher (C-08, 461/462)

Documents received after the deadlines will be processed in the following month. A separate memorandum will be issued to address the submission deadlines for accounting documents at the end of the fiscal year.

Departments and agencies may need to revise their internal period-closing cut-offs in order to comply with the new deadlines.

Should there be any questions, please contact Wayne Horie of our Accounting Division at 586-0600.

A handwritten signature in black ink, appearing to read "Russ K. Saito".  
RUSS K. SAITO  
State Comptroller